



**National Lottery  
Commission**

**National Lottery Commission  
Freedom of Information Act 2000-  
Publication Scheme**

**1 January 2009**

**This document is available in large print format.  
Tel: 020 7016 3440  
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## **National Lottery Commission Freedom of Information Act 2000 – Publication Scheme**

### **Introduction**

The National Lottery Commission is a non-departmental public body which regulates the National Lottery. The Commission undertakes the statutory duties set down in the National Lottery etc. Act 1993 (as amended). Under the terms of the National Lottery Act 1993, the statutory responsibilities of the Commission are :

- To secure that the National Lottery is run with all due propriety;
- To protect the interests of participants; and
- Subject to the first two considerations, to maximise the amount of money available to good causes.

The Commission is also responsible for appointing the operator of the National Lottery.

### **Freedom of Information Act, Publication Scheme and Publications**

The aim of the Publication Scheme is to make information available to anyone interested in the work of the Commission and the operation of the National Lottery. It sets out the information we publish or can make available, where this information is available and whether any charge will be made for supplying the information.

The scheme has been published as a requirement of section 19 of the Freedom of Information Act 2000. All public authorities must adopt an approved publication scheme. The Commission has designed the scheme with reference to guidance provided by the Information Commissioner.

The majority of documents referred to in the Publication Scheme can be downloaded from our website <http://www.natlotcomm.gov.uk>

Publications are also available from the address below. Most documents are available free of charge. For large documents only available in hardcopy format, or if you require a hardcopy version, a charge may be made. Any charge is shown in the Publication Scheme.

Requests for publications should be made in writing to:

**Freedom of Information Requests  
Resources Directorate  
National Lottery Commission  
101 Wigmore Street  
London, W1U 1QU  
Email : [j.watkins@natlotcomm.gov.uk](mailto:j.watkins@natlotcomm.gov.uk)**

The Director of Resources is responsible for ensuring the Commission adopts a Publication Scheme in accordance with the requirements of the Information Commissioner. General enquiries about this Publication Scheme should be addressed to:

**Joy Watkins**  
**Director of Resources**  
**National Lottery Commission**  
**101 Wigmore Street**  
**London**  
**W1U 1QU**

**Telephone 020 7016 3400**

**Email: [j.watkins@natlotcomm.gov.uk](mailto:j.watkins@natlotcomm.gov.uk)**

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# PUBLICATION SCHEME

## 1. Who we are and what we do

### Roles and responsibilities

The National Lottery Commission regulates the Lottery to ensure that:

- players are treated fairly;
- that the nation's interest in the Lottery is protected; and
- that the operator is motivated to maximise the enjoyment and benefits that the Lottery brings to the Nation

Our statutory duties are to:

- ensure that the National Lottery, and every lottery that forms a part of it, is run with all due propriety;
- ensure that the interests of every participant in the Lottery are protected; and
- subject to these two duties, to do our best in making sure that the proceeds of the National Lottery are as great as possible.

We are also responsible for appointing the operator of the Lottery. The Lottery is currently operated by Camelot under a licence that was awarded to them by the Commission in August 2007. The current licence period began in February 2009 and will expire in January 2019.

We ensure that all aspects of the Lottery are conducted properly and in accordance with the licence. Information about how we regulate the Lottery is available on the website at <http://www.natlotcomm.gov.uk/CLIENT/content.ASP?ContentId=34>

We provide an annual statement of assurance to the accounting officer for the National Lottery Distribution Fund and the Olympic Lottery Distribution Fund confirming that the payments made by the operator are complete and accurate. Copies of these are available on request in writing.

To support our statutory duty to protect players, the Commission has developed a research programme. This programme includes monitoring player behaviour and keeps the Commission informed of developments in the gambling arena. Research findings can be found on the website at <http://www.natlotcomm.gov.uk/CLIENT/content.ASP?ContentId=195>

## 2. Organisational structure

The Commission is made up of seven Commissioners supported by a Chief Executive, who is also a Commissioner, and a small staff of 40 people. The Commission is organised with a number of teams covering all our functions and activities.

An organisational structure is published annually in the Commission's Annual Reports. These can be downloaded via this link

[http://www.natlotcomm.gov.uk/CLIENT/content\\_subpage.ASP?ContentId=189](http://www.natlotcomm.gov.uk/CLIENT/content_subpage.ASP?ContentId=189)  
or is available on request in writing. There is no charge.

Information about Commissioners and the Project Board is available on the website at <http://www.natlotcomm.gov.uk/CLIENT/content.ASP?ContentId=27>

Information about the Executive Team is available on the website at <http://www.natlotcomm.gov.uk/CLIENT/content.ASP?ContentId=29>

### **3. Legislation relevant to our functions**

The Commission undertakes the statutory duties set down in the National Lottery etc. Act 1993 (as amended) .

We license the operator of the National Lottery, currently Camelot. The main licence is granted under section 5 of the Act and is to run the National Lottery. Other licences are granted under section 6 of the Act and cover the Lottery games such as the main Lotto game, Thunderball, Dream Number and scratchcard games.

A copy of the current section 5 licence granted to Camelot is available on the website at <http://www.natlotcomm.gov.uk/CLIENT/content.ASP?ContentId=53>

Copies of previous licences are available on request in writing. There is a charge of £25.

The current section 6 licences are available on the website at

<http://www.natlotcomm.gov.uk/CLIENT/content.ASP?ContentId=54>

Copies of licences granted for particular games are available on request in writing. There is a charge of £5.

The Commission held a competition for the 2009-2019 licence to run the National Lottery. There were two bids, one from Camelot and one from Sugal and Damani. The Commission gave careful consideration to both bids and ultimately selected Camelot as the successful bidder. Information on the competition is available on the website at: <http://www.natlotcomm.gov.uk/CLIENT/content.ASP?ContentId=104>

### **4. Information about organisations we work with**

Four main parties contribute to the running of the National Lottery. These are:

- The Government (Department for Culture, Media and Sport);
- The National Lottery Commission;
- The Operator (currently Camelot); and
- The good causes distributors

More information can be found on the website at:

<http://www.natlotcomm.gov.uk/CLIENT/content.ASP?Contentid=21>

### **Locations and contact details**

Our main office is based in London at:

**101 Wigmore Street  
London  
W1U 1QU**

In addition our Compliance function operates in a secure office based in Camelot's headquarters in Watford:

**National Lottery Commission  
Tolpits Lane  
Watford  
Hertfordshire  
WD18 9RN**

Details on how to contact us can be found on the contacts section of our website at:

<http://www.natlotcomm.gov.uk/CLIENT/contact.ASP>

## **5. What we spend and how we spend it**

### **Financial statements and budgets**

The Commission is funded by Grant-in-aid from the Department for Culture, Media and Sport. We set annual and three year budgets in our Corporate Plan. The latest Corporate Plan can be found on our website at

<http://www.natlotcomm.gov.uk/CLIENT/content.ASP?Contentid=30>

We report formally to Parliament each year and produce an annual report and accounts covering our activities and achievements. Annual reports are available to download from the website at

[http://www.natlotcomm.gov.uk/CLIENT/content\\_subpage.ASP?Contentid=189](http://www.natlotcomm.gov.uk/CLIENT/content_subpage.ASP?Contentid=189)

or on request in writing. There may be a charge for an annual report.

### **Financial regulations**

We are responsible to DCMS for our finances and we have a framework of responsibilities which are:

**Our Management Statement** – this sets out the broad framework for the relationship between the Commission and DCMS;

**A Financial Memorandum** – this sets out responsibilities and accountability in managing and controlling resources;

**Accounts Directions** – and these set out the basis on which the Commission's Financial Accounts shall be produced at the end of each financial year.

Copies of these documents are available on request in writing. There is no charge.

We have standing financial instructions for staff that set out guidelines and procedures to ensure the responsibilities and accountabilities in the Financial Memorandum are met. Copies of this document are available in request in writing. There is no charge.

## **6. Our priorities**

### **Corporate Plan**

In the Corporate Plan the National Lottery Commission sets out its;

- Vision
- Mission statement;
- Core values;
- Major business challenges and management responses;
- Key objectives;
- Indicative resources and financial requirements;
- Performance measures: and
- Organisation and management structures.

The current Corporate Plan can be found on our website at <http://www.natlotcomm.gov.uk/CLIENT/content.ASP?Contentid=30>

### **Business Plans**

Each team within the Commission produces an annual business plan that sets out how its activities will support the objectives set out in the Corporate Plan. Copies of these documents are available on request in writing. There is no charge.

## **7. How we make decisions**

### **Standing Orders**

This document set out how the Commission will carry out its business and, in particular, its meetings. Matters such as delegations and the quorum for meetings are detailed. A copy is available on request in writing. There is no charge.

### **Policies and procedures**

#### **Health and Safety Policy**

The National Lottery Commission's health and safety policy is available on request in writing. There is no charge.

#### **Internet and e-mail policy**

The National Lottery Commission's Internet and e-mail policy is available on request in writing. There is no charge.

#### **Disability Equality scheme**

The Commission has a Disability Equality scheme in place. A copy of the scheme can be found on the website at:

<http://www.natlotcomm.gov.uk/CLIENT/content.ASP?ContentId=327>

### **Code of Conduct for Commissioners**

This document provides an overview of the individual Commissioner's roles and responsibilities. A copy is available on request in writing. There is no charge.

### **Register of Interests**

The National Lottery Commission maintains a register of interests recording the financial and other interests of Commissioners.

A copy of the code of conduct and register of interests is available on request in writing. There is no charge.

### **Staff Handbook**

The staff handbook is a reference document containing a synopsis of all the policies and procedures that make up the terms and conditions of employment in the Commission. The policies referred to within the handbook are designed to be fair and take account of good practice and procedures.

The Commission's staff handbook is available on request in writing. There is no charge.

### **Job Descriptions**

The job descriptions of National Lottery Commission staff are available on request. Please specify the job role that you require, you may find it useful to refer to the organisation chart. There is no charge.

### **Current vacancies**

Details of current job vacancies at the National Lottery Commission are available at <http://www.natlotcomm.gov.uk/CLIENT/content.ASP?ContentId=32>

## **8. Services we offer**

Our latest news is published on our website and is available from:

<http://www.natlotcomm.gov.uk/CLIENT/news.ASP>

There is a section on our website dedicated to Frequently Asked Questions which cover the National Lottery, and the work of the Commission. These are available at:

<http://www.natlotcomm.gov.uk/CLIENT/content.ASP?ContentId=311>

We update our FAQs section on an ongoing basis.

### **Media releases**

Media releases dating from 2004 to date can be found at:

<http://www.natlotcomm.gov.uk/CLIENT/news.ASP>

They are also available in hard copy on written request. Press releases dating back to 1999 are also available on request.